




STATE OF TENNESSEE
COMPTROLLER OF THE TREASURY
OFFICE OF STATE AND LOCAL FINANCE
SUITE 1600 JAMES K. POLK STATE OFFICE BUILDING
505 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1402
PHONE (615) 401-7872
FAX (615) 741-5986

ANNUAL BUDGET MEMO

To: Budget Contact
From: Sandra Thompson, Director 
Office of State and Local Finance
Date: April 15, 2016
Subject: Fiscal Year 2017 Annual Budget Memo for Tennessee Municipalities

Prior to the beginning of each fiscal year, all municipalities in Tennessee must adopt a budget ordinance and file it with the Office of State and Local Finance ("OSLF"). A municipality that has issued debt pursuant to Title 9, Chapter 21, or entered into a loan agreement with a public building authority pursuant to Title 12, Chapter 10 of the Tennessee Code Annotated, must obtain approval of its budget from OSLF (T.C.A. §§ 9-21-403(c) and 12-10-109(c)).

Responsibility of Municipal Officials

A municipality's officials are responsible for adopting a realistic cash-basis balanced budget and for ensuring that the budget is in compliance with specific program statutes or guidelines and with any financing requirements prescribed by any state or federal agency. The officials must also ensure the budget meets any and all other financial compliance requirements established by federal, state, or local statutes or regulations. A municipality's officials, by submission of its budget to OSLF, represent that its annual operating and capital budget as adopted is realistic and in compliance with all federal, state or local statutes or requirements.

Closing Notes

Please submit a complete budget with the required supporting documents to OSLF within 15 days of adoption. Only a complete budget with all the required information will be considered as submitted and received by OSLF. Before submitting the budget information package to OSLF, the municipality should confirm that the information in the detailed budget matches the ordinance adopted by the legislative body and that the package contains physical copies of all documents along with all relevant attachments with a ***signed and certified*** original copy of the budget and tax levy ordinance. Additional information concerning budgeting requirements, a budget submission checklist, and required schedules may be found at www.comptroller.tn.gov/sl.

Please send the complete budget submission package to your assigned analyst (see the attachment for the municipality's assigned analyst) at the address on this letterhead. If you need any assistance, you may contact the Municipal Technical Advisory Service (MTAS), the State Department of Education-Section of Local Finance, or any member of our staff.

NOTE: Please do not include debt approval and report requests with your budget submission.

Enclosure: Attachment – Contact Information

Attachment
Office of State and Local Finance Contact Information

Staff Contacts:

Sandi Thompson, Director
Email: sandi.thompson@cot.tn.gov
Phone: 615-747-5369

Sheila Reed, Assistant Director
Email: sheila.reed@cot.tn.gov
Phone: 615-401-7906

Lori Barnard, Financial Analyst – (Cities: A-F)
Email: lori.barnard@cot.tn.gov
Phone: 615-747-5347

Steve Osborne, Senior Financial Analyst – (Cities: G-N)
Email: steve.osborne@cot.tn.gov
Phone: 615-747-5343

Ron Queen, Senior Financial Analyst – (Cities: O-Z)
Email: ron.queen@cot.tn.gov
Phone: 615-401-7862

Mailing Address:

Comptroller of the Treasury
Office of State and Local Finance
James K. Polk State Office Building, Suite 1600
505 Deaderick Street
Nashville, TN 37243-1402

